

TITLE III SUPPLEMENTAL IMMIGRANT STUDENT AID

INTRODUCTION

The No Child Left Behind Act of 2001 revised the federal Elementary and Secondary Education Act of 1965 (ESEA). It established a special provision to supplement funding to local education agencies that are eligible to receive resources under Title III, Part A, Language Instruction for Limited English Proficient Students and Immigrants. This funding is specifically designed to provide assistance to districts that received funding in previous years under the Emergency Immigrant Education Program, which was part of ESEA.

PURPOSE AND ELIGIBILITY

The purpose of this grant is to provide funding to school districts impacted by increased immigrant student enrollment and to help ensure that immigrant children and youth who are limited English proficient students receive enhanced instructional opportunities to help them attain English proficiency and meet State academic and achievement standards. To be eligible for Title III, Supplemental Immigrant Student Aid, local education agencies (LEAs) must meet the following criteria:

1. LEAs must be eligible to receive a grant under Title III, Part A, or be part of a consortia that is eligible to receive an award.
2. LEAs must have provided data to the Office of Specialized Populations in the February 2002 Student Immigrant Count indicating that there were 20 or more public or nonpublic immigrant students in the district's jurisdiction.
3. LEAs must have demonstrated a 2 percent or greater increase in the percentage of immigrant children and youth enrolled in the public and nonpublic schools in the district in comparing the February 2002 Student Immigrant Count with the average immigrant enrollment reported to the Department of Education in February 2000 and 2001.

APPLICATION REQUIREMENTS AND AUTHORIZED ACTIVITIES

The purpose of funds under this grant program is to supplement the Title III program with services for the LEA's identified immigrant student population. The application must be consistent with the LEA's proposed plan in the FY 2003 No Child Left Behind (NCLB) application, Title III, Part A, to:

- Develop and implement programs and activities.
- Use the funds to meet all the annual measurable objectives.
- Hold elementary schools and secondary schools accountable for meeting annual achievement objectives; annually measure the English language proficiency of limited English proficient (LEP) students; and make annual assessments of the progress of LEP students.

- Promote parental and community participation in programs for LEP students.
- Determine that language instruction education programs will ensure LEP students develop English proficiency.

LEAs must use Title III funds to provide high-quality language instruction education programs that are scientifically based, demonstrating effectiveness in increasing English and student academic achievement in the core academic subjects.

NCLB (Title III, Section 3115) requires that subgrants must be used for activities that provide enhanced instructional opportunities for immigrant children and youth. These activities may include:

- Family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;
- Support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
- Provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth;
- Identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;
- Basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;
- Other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and
- Activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

Note: No more than 2 percent of the subgrant may be used for administrative purposes.

PROGRAM PLANS

Plans must address the programs and staff requirements for teaching English to those students who are limited English proficient, including immigrant students, to prepare them to meet the state's Core Curriculum Content Standards (CCCS) and integrate them into all-English instructional settings. The plan should outline teaching methods that are based on scientific research.

- **Accountability:** Plans must identify measurable goals. LEAs will be required to annually assess LEP students' progress in learning English and meeting the CCCS and student achievement standards. At the end of every second fiscal year, districts will be required to

provide an evaluation to NJDOE describing the programs and activities conducted during the two preceding years, and reporting progress of LEP students in the following:

- Learning English.
- Achieving state standards.
- Exiting language instructional support programs.
- Meeting state content standards and student academic achievement standards for each of the two years after students are no longer receiving services.
- Professional Development: Plans must identify the professional development for teachers, principals, administrators, and other school personnel, designed to improve the instruction and assessment of LEP students.
- Parent Involvement: The required outreach to parents of LEP students

APPLICATION SUBMISSION

An original and one copy of the application for Title III Supplemental Immigrant Student Aid must be received by the NJDOE by February 3, 2003 to be considered for funding. Applications must be mailed or delivered to:

Office of Specialized Populations
Division of Student Services
New Jersey Department of Education
River View Executive Plaza, Building 100
P.O. Box 500
Trenton, NJ 08625-0500

One additional copy of the application must be mailed to:

Office of Grants Management
New Jersey Department of Education
River View Executive Plaza, Building 100
P.O. Box 500
Trenton, NJ 08625-0500

OBLIGATION OF FUNDS

In accordance with EDGAR, 34 CFR Part 76.708 & 80.23, LEAs may begin to obligate funds on the later of the following dates:

- The beginning of the project period (February 3, 2003); or
- The date that the application is received by NJDOE in “substantially approvable form.”

LEAs should begin to operate their programs at the beginning of the project period (subject to the above conditions). Upon receipt of the grant approval and funding, the LEA makes the appropriate charge-backs. Reimbursement for obligations is subject to final approval of the

application. If the LEA expends funds on unallowable costs prior to application approval, the LEA is responsible for covering those costs from other funds.

BUDGETARY CONSTRAINTS

The guidelines, and restrictions for application budgets are the same as for the Title III and other NCLB programs. Please refer to the NCLB Reference Manual for additional information in the New Jersey Department of Education Website located at:

<http://www.nj.gov/njded/grants/entitlement/nclb/>.

BUDGETARY AMENDMENT APPLICATIONS

An Amendment Application must be submitted when:

- the sum of all changes (measured cumulatively throughout the fiscal year) to an approved budget exceeds fifty thousand dollars (\$50,000) or 10 percent of the total approved budget, whichever dollar amount is less. **(Grant recipients are responsible for monitoring the cumulative 10 percent level of fiscal change)**; or
- budget amendments will result in changes to the scope, objects(s) or timing of the program; or
- transferring funds from an approved line item category to an unapproved line item category; or
- changes occur in the intent for the use of the equipment or the program will be used. (If an eligible recipient only wished to purchase additional pieces of approved equipment without increasing the expenditure amount, a budget amendment is not required).

Final budget amendments for the grant period must be submitted on or before May 31, 2003. Amendment applications received after May 31, 2003 will not be considered for approval. The form and instructions for budgetary amendments are located in the New Jersey Department of Education Website at <http://www.state.nj.us/education>. (*Select Grants. Select Entitlement Grants. Select SISA*).

PROJECT TIMELINES AND REPORTING

The project period will be from February 3, 2003 to August 31, 2003. In FY 2004, immigrant student aid will be integrated into Title III and be part of the NCLB consolidated application process

FINAL REPORTS

A final report for the program is to be submitted 90 days after the completion of the project period, which is August 31, 2003. The final report forms are located in the New Jersey

Department of Education Website located at <http://www.state.nj.us/education>. (*Select Grants. Select Entitlement Grants. Select SISA*).

When completing the final report, be sure to list the expenditures in the appropriate budget category columns approved in the application, or modified in the budget amendment.

The final report should be submitted by December 12, 2003, to:

Eunice Y. Couselo, Director
Office of Specialized Populations
New Jersey Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500

New Jersey Department of Education
Office of Specialized Populations
TITLE III SUPPLEMENTAL IMMIGRANT STUDENT AID
FY 2003

TITLE PAGE

1. LEA:		Project Code: <u>SISA</u> <u>-03</u>
2. Chief School Administrator:		
2a. Telephone #:	2b. FAX #:	
3. Project Director:	3a. Telephone #:	
	3b. FAX #:	
4. Address:	5. County Name:	
	5a. County Code:	
	Project Duration: 2/3/03-8/31/2003	
6. FY 2003 Allocation: \$	7. Board Approval Date For Application Submission:	

II. NONPROFIT PRIVATE SCHOOLS

If you answer No to any question, provide an explanation on a separate page.

1. Did the district contact nonprofit private schools to determine if there are eligible immigrant students that must be served?
YES _____ **NO** _____
2. Were immigrant students enrolled in nonprofit private schools within the district included in the number of students reported in February 2002?
YES _____ **NO** _____
3. Will services be provided to eligible students enrolled in nonprofit private schools?
YES _____ **NO** _____

If YES, indicate the number of students to be served: _____

INSTRUCTIONS

TITLE PAGE

NOTE: Complete individual project number with your LEA's four-digit district code.

Items 1-5a. Complete all district identifying information.

Item 6. Enter the FY 2003 allocation.

Item 7. Board Approval Date for Application Submission: Enter the date of board approval for submission of this application.

A board resolution must be attached if the application is submitted prior to board approval.

NONPROFIT PRIVATE SCHOOLS

- Complete the nonprofit private school section by completing questions 1 through 3.

ASSURANCES AND CERTIFICATION

- The LEA is bound by the assurances and certification submitted with the Title III, Part A application. All conditions and provisions in these assurances and certification apply to the Title III Supplemental Immigrant Student Aid grant program, including the assurance that teachers of LEP students are fluent in English and in the language used by the program.

New Jersey Department of Education
Office of Specialized Populations
TITLE III SUPPLEMENTAL IMMIGRANT STUDENT AID FY 2003
ACTIVITY PLAN

LEA: _____

Project Number: SISA -03

Goal : Performance Goal 2: All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Objective:

Activities	Timeframe	Staff Responsible	Evaluation/Documentation

NOTE: This page may be duplicated as needed.

INSTRUCTIONS FOR COMPLETING ACTIVITY PLAN

Goals: The required Performance Goal 2 for Title III from the NCLB has been inserted; provide objectives to meet this goal by:

- Providing high-quality instruction to immigrant children and youth;
- Helping the immigrant children with their transition into American society;
- Helping the immigrant students meet the same challenging state performance standards expected of all children and youth (this includes ensuring that eligible immigrant limited english proficient (LEP) students are assessed properly; that instructional programs are aligned to the new Core Curriculum Content Standards; and, that teachers who serve these students receive appropriate training to meet their needs in addressing the Core Curriculum Content Standards); and
- Using the funds to pay for enhanced instructional opportunities for immigrant children and youth.

Activities: List the activities for the objectives for which funds will be used.

- Provide the timeframe for each activity, the staff responsible for completing the activities and the documentation that will be used to evaluate each activity.

New Jersey Department of Education
Office of Specialized Populations
TITLE III SUPPLEMENTAL IMMIGRANT STUDENT AID FY 2003
Budget Detail

LEA Name: _____

Project Number: SISA -03

Expenditure Category	Function Object Codes	Description/Itemization	Total
			Totals: \$

INSTRUCTIONS FOR COMPLETING BUDGET DETAIL

Use as many budget detail pages as needed.

Enter LEA name and project number.

Complete each column as described below for those costs to be fully or partially paid from Title III Supplemental Immigrant Student Aid:

Expenditure Category column: List the expenditure categories in the same order as they appear on the Budget Summary.

Function Object Codes column: List the appropriate GAAP codes as they appear in the Budget Summary.

Description/Itemization column: List/describe the items(s) to be funded in each function object code. For salaries, list each position **separately** by title. Indicate if the employee receives a summer/stipend pay.

Note: Employee benefits (200-200) Separate fringe benefits fall into two categories:
Teacher's Pension and Annuity Fund (TPAF) and social security costs (FICA)
Other fringe benefits such as health benefits and group insurance.

A minimum of 15% of the budgeted salary for each TPAF member must be budgeted for TPAF and FICA Contributions.

Equipment: The item costs more than \$2,000.

New Jersey Department of Education
Office of Specialized Populations
TITLE III SUPPLEMENTAL IMMIGRANT STUDENT AID
BUDGET SUMMARY
FISCAL YEAR 2003

LEA: _____

Project Number: SISA -03

EXPENDITURE CATEGORY	FUNCTION OBJECT CODE	TOTAL
INSTRUCTION: Personnel Services - Salaries	100-100	
Purchased Prof. & Tech. Serv.	100-300	
Other Purchased Services	100-500	
General Supplies	100-600	
Other Objects	100-800	
SUBTOTAL INSTRUCTION		
SUPPORT SERVICES		
Personnel Services - Salaries	200-100	
Personnel Services-Employee Benefits	200-200	
Purchased Prof.-Ed Services	200-300	
<i>Purchased Prof. - Ed. Serv.</i>	200-320	
Purchased Property Services	200-400	
Other Purchased Services	200-500	
<i>Travel</i>	200-580	
Supplies and Materials	200-600	
Other Objects	200-800	
<i>Indirect Costs</i>	200-860	
SUBTOTAL – SUPPORT SERVICES		
FACILITIES ACQUISITION & CONSTRUCTION SERV.		
Buildings (Use Charge)	400-720	
Instructional Equipment	400-731	
Noninstructional Equipment	400-732	
TOTAL PROJECT EXPENDITURES		

LEA BUSINESS ADMINISTRATOR NAME

LEA BUSINESS ADMINISTRATOR SIGNATURE

INSTRUCTIONS FOR COMPLETING PROJECT BUDGET SUMMARY
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NOTE: Refer to the Uniform Minimum Chart of Accounts distributed by NJDOE for specific instructions regarding classification of expenditures within category headings. The categories and examples are on the department's web site at: www.state.nj.us/education (*Select Grants. Select Entitlements. Select SISA.*)

Personnel Services – Employee Benefits in Federal Grant Programs 200-200

All LEAs budgeting federal grant funds for salaries of full- and part-time staff, which participate in the Teachers Pension and Annuity Fund (TPAF) must also include TPAF and FICA contributions in the federal grant budget. A **minimum of 15 percent** (15%) of each salary or portion of a salary budgeted in the FY 2002 Application must be budgeted for TPAF/FICA benefits for employees who contribute to TPAF. For those employees who work for more than their base salaries, 7.65% must be allocated for FICA. Other benefits may also be budgeted; however, all TPAF/FICA and other fringe benefits must be budgeted in proportion to the allocated federal salary.

1. Complete the district information
2. Select the appropriate function object code for the services to be provided
3. Total the column vertically. The total must equal the entitlement amount on page 1.
4. The LEA Business Administrator must sign and date the bottom of this page.